



**TENDER DOCUMENT
FOR**

**Human Resources Consultancy Firm To
undertake Job Evaluation Exercise**

DATE POSTED : ---- 14TH JUNE 2017

CLOSING DATE/TIME: ---- 21ST JUNE 2017; 9.00 A.M

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TENDER NOTICE

Tender for Provision of Human Resources Consultancy Services To Conduct a Job Evaluation Exercise

AA of Kenya invites eligible bidders to tender for Provision of Human Resources Service to conduct a job evaluation Exercise.

The Tender documents, containing submission information, detailed terms and conditions of qualification may be obtained from the AA of Kenya website; www.aakenya.co.ke

Prospective Suppliers are required to make payment of a non-refundable fee of **Kshs.1,000.00** per tender document in the form of M-pesa to AA of Kenya.

Completed Tender documents both in soft copy (CD) and hard copies should be submitted in plain sealed envelopes clearly marked;

Tender for Provision of Human Resources Consultancy Services to Conduct a Job Evaluation Exercise

Tender Notice Number

Addressed to:

**The Chairman
Internal Procurement Committee
AA of Kenya
P.O. Box 40087-00100
NAIROBI**

And be deposited in the tender box located at the entrance of AA of Kenya Head Quarters , Embakasi so as to be received **on or before -----21th June 2017 at 9.00a.m. Late bids shall be rejected.**

Enquiries and requests for clarification may be directed through email:
procurement@aakenya.co.ke

Tender Notice Number

TENDER NUMBER	ITEM DESCRIPTION OF GOODS AND SERVICES
AAK/A/PREQ/63/2017-2018	Provision of Human Resources Consultancy Services to Conduct a Job Evaluation Exercise

TENDER INSTRUCTIONS

1.1 Introduction

AA of Kenya would like to invite interested candidates who must qualify by meeting the set criteria as provided by the AA of Kenya to perform the contract of Provision of Human Resources Consultancy Services to Conduct a Job Evaluation.

1.2 Objective

The main objective is to assist in the identification & evaluation of a potential suppliers who may subsequently be contracted to Provide Human Resources Consultancy Services to Conduct a Job Evaluation Exercise

1.3 Invitation of Tender

Suppliers registered with Register of Companies under the Laws of Kenya and the relevant Government Ministry in respective service are invited to submit their Tender documents so that they may be considered. The prospective suppliers are required to supply mandatory information for Evaluation.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/County /Institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the evaluation criteria.

1.5 Tender Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 Tender Security

Prospective Suppliers are required to make payment of a non-refundable fee of **Kshs.1,000.00** per tender document in the form of M-pesa to AA of Kenya.

Paybill No. 376850

Account . Prospective Supplier's Name

In order to be considered for pre-qualification, prospective suppliers must quote the Mpesa Reference numbers on PQ-2

1.7 In order to be considered, prospective suppliers must submit all the information herein requested.

1.8 Submission Address for the Tender Documents

Completed Tender data and other requested information shall be submitted to reach;

**The Chairman
Internal Procurement Committee**

1.9 Questions Arising from Documents

Questions that may arise from the tender documents should be directed to the The Chairman, Internal Procurement Committee, AA of Kenya whose address is as stated above.

1.10 Additional Information

The AA of Kenya reserves the right to request submission of additional information from prospective bidders.

Due diligence for prospective suppliers may be conducted as part of evaluation.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier shall pay custom duty and VAT as required by the Law.

2.2 Custom Clearance

The Contractor shall be responsible for custom clearance of their imported goods and materials.

2.3 Payments

All local purchase shall be on credit of a minimum of thirty (90) days or as may be stipulated in the Contract Agreement.

3. TENDER DATA INSTRUCTIONS

Data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 are to be completed by prospective suppliers/contractors who wish to be evaluated for submission of tender.

The application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

Qualification

It is understood and agreed that the data provided by prospective suppliers is to be used by the AA of Kenya in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of The AA of Kenya they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/works/services.

Essential Criteria for Tender

3.3.1 (a) Experience: A minimum of three (3) similar assignments in the last 5 years.

3.3.2 Personnel

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-2.

3.3.3 Financial Condition

The Supplier's financial condition will be determined by latest audited financial statement submitted alongside the Tender documents.

3.3.4 Past Performance

Past performance will be given due consideration in evaluating bidders. Letter of reference from past customers should be included in Form PQ-5.

3.4 Statement

Application must include statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Tender

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments the AA reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

3.6 The firm must have a fixed Business Premise and must be registered in Kenya with certificate of Registration/inCounty /Memorandum and Articles of association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate.

3.7 Evaluation Criteria

1.		PRELIMINARY	Scores
	a)	Copy of registration/Certificate of Incorporation/Business Permit (2 Points)	
	b)	Copy of Current KRA Compliance Certificate (2 Points)	
2.		FORM PQ 1 PREQUALIFICATION	
	a)	Copy of Registration certificate as a contractor by ministry of Roads and public Works and other relevant authorities (for all civil/works contractors). (2 Points)	
	b)	Submission of all the other required documents (5 Points)	
3.		FORM PQ2- REGISTRATION APPLICATION	
	a)	Name of the Company/firm/supplier(0.5 Points)	
	b)	E-mail address (0.5 Points)	
	c)	Postal address (0.5 Points)	
	d)	Mobile No./telephone (0.5 Points)	
	e)	All other information filled as required (3 Points)	
4.		FORM PQ3 – FINANCIAL POSITION & TERMS OF TRADE	
	a)	Audited & certified financial statements (2 Points)	
	b)	Credit period (Willingness to offer Credit Services) (10 Points)	
5.		FORM PQ4 – CONFIDENTIAL BUSINESS QUESTIONNAIRE (must be filled accordingly) (3 Points)	
6.		FORM PQ5 – PAST EXPERIENCE	
	a)	At least 3 Names of the applicants clients in the past two years and value of the contracts entered into and completed satisfactorily and the duration of the contract (must be listed) (6 Points)	
	b)	signed contracts/LPOs/LSOs (prove of a. above) (2 Points)	
	c)	Attach at least 3 recommendation letters each from a different client (3 Points)	
7.		FORM PQ6 – LITIGATION HISTORY (must be filled accordingly) (2 Points)	
8.		FORM PQ7 –STATEMENT (must be filled accordingly) (2 Points)	
Total Points			

FORM PQ-1**PRE-QUALIFICATION DOCUMENTS**

All firms must provide:-

1. Copies of Certificate of registration of Business Name.
2. Copy of VAT Registration Certificate.
3. Tax Compliance Certificate from KRA (failure to produce this certificate to approve compliance, will lead to automatic disqualification thus no further evaluation of your application.
4. Copy of PIN Certificate of Firm/company or individual.
5. Copy of Business Permit.
6. Letter of recommendation from previous organization served.
7. A profile of the owners or shareholders.
8. Practicing Certificate for all professionals.
9. When mandatory for service provision, each firm must attach evidence of registration with professional bodies/authorities.
10. E-mail Contacts – a valid and active e-mail address
11. CD containing all the information

FORM PQ-2 PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply
(Name of Company/Firm-Compulsory)

for registration as supplier (s) Of

.....
(Item Description)

.....
(Category)

E-mail address.....
(Compulsory)

Post Office Address
(Compulsory)

Town

Street

Name of building

Room/Office No Floor No

Telephone No.

Mobile telephone/cell phone number.....
(Compulsory)

Full Name of applicant
(Compulsory)

Other branches Location

ORGANIZATION & BUSINESS INFORMATION

Management Personnel (Contact Person).....

Chief Executive

General Manager

Other

Partnership (if applicable)

Names of Partners

Business founded or incorporated

Under present Management since

Net worth equivalent Kshs

Bank reference and address

.....

Bonding company reference and address

Enclose copy of organization chart of the firm indicating the main fields of activities

.....

State any technological innovations or specific attributes which distinguish you from your

Competitors

.....

Indicate terms of trade/sale

In compliance with the instructions on this document, we have paid a non-refundable amount of Ksh
..... as tender Security.

Mpesa Reference No.....**(compulsory)**

Note – Any information marked compulsory must be provided failure to which the applicant shall be automatically disqualified

PQ-3 FINANCIAL POSITION AND TERMS OF TRADE

(1) Attach a copy firm's two certified financial statements giving summary of assets and current liabilities/or any other financial support. **(compulsory)**

(2) State Credit period

CREDIT PERIOD	MARKS EARNED(For evaluation)
More than 90 days	10
60 – 90 days	6
30 – 60 days	4
30 – 0 days	2

(Compulsory i.e. any applicant who does not indicate the credit period and/or who indicates any credit period less than 30 days shall be automatically be disqualified)

Note – Any information marked compulsory must be provided failure to which the applicant shall be automatically disqualified.

FORM PQ-4

Confidential Business Questionnaire Form

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

<p>Part 1 – General</p> <p>Business Name</p> <p>Location of business Premises</p> <p>Plot No. Street/Road</p> <p>Postal Address Tel No.</p> <p>Nature of business</p> <p>Current Trade Licence No. Expiring date</p> <p>Maximum value of business which you can handle at any one time Kshs</p> <p>Name of your bankers Branch</p>

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your Name in full Age</p> <p>Nationality Country of origin</p> <p>* Citizenship details</p>																												
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table> <thead> <tr> <th></th> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares				1	2	3								
	Name	Nationality	Citizenship Details																										
Shares																													
1																										
2																										
3																										
	<p>Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company –</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table> <thead> <tr> <th></th> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares				1.	2.	3.	4.	5.
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<p>Date Seal/Signature of Candidate</p>																													

FORM PQ 5 - PAST EXPERIENCE

A) NAMES OF THE APPLICANTS CLIENTS IN THE PAST ONE YEAR AND VALUE OF THE CONTRACTS ENTERED INTO AND COMPLETED SATISFACTORILY (at least 3 firms)

1.

- 1) Name of client (Organization)
- 2) Address of client (Organization)
- 3) Name of contact person at the client (Organization)
- 4) Telephone No. of client
- 5) Value of contract
- 6) Duration of contract (date)

Attach the following documental evidence of existence of contract as above:

- i. signed contracts/LPOs/LSOs**
(Compulsory)

2.

- 7) Name of client (Organization)
- 8) Address of client (Organization)
- 9) Name of contact person at the client (Organization)
- 10) Telephone No. of client
- 11) Value of contract
- 12) Duration of contract (date)

Attach the following documental evidence of existence of contract as above:

- i. signed contracts/LPOs/LSOs**
(Compulsory)

3.

- 13) Name of clients (Organization)
- 14) Address of client (Organization)
- 15) Name of contact person at the client (Organization)
- 16) Telephone No. of client
- 17) Value of contract
- 18) Duration of contract (date)

Attach the following documental evidence of existence of contract as above:

- i. signed contracts/LPOs/LSOs**
(Compulsory)

B) RECOMMENDATION LETTERS FROM THE APPLICANTS CLIENTS OF THE LAST FIVE YEARS

Attach at least 3 recommendation letters each from a different client ***(compulsory)***

FORM PQ-6-LITIGATION HISTORY

Name of Contract Supplier

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT, CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

FORM PQ-7 FIRM'S DECLARATION

Having studied the pre-qualification information for the above project I/We hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the pre-qualification and evaluation.

Category No...

Supply/Provision of

Date

Applicant's Name

Represented by (Authorised Signatory)

Signature

(Full name and designation of the person signing and stamp or seal)